

ANNEX W

WILDLAND/URBAN INTERFACE FIRES

FIRE PLAN

**CITY OF SAN JOSE
WILDLAND/URBAN INTERFACE ZONE FIRE
EMERGENCY PLAN**

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ANNEX W
WILDLAND/URBAN INTERFACE ZONE
FIRE EMERGENCY PLAN

PART I
INTRODUCTION

A. BACKGROUND

San Jose is located in a formerly agricultural valley with substantial wildland areas on the eastern, southern, and western sides. Urbanization has progressed in both City incorporated and county unincorporated areas served by the San Jose Fire Department (SJFD). In addition the California Department of Forestry and Fire Protection (CDFFP) provides some mitigation and emergency response services in adjacent wildland areas.

In 1991 there was a firestorm in the wildland/urban interface area along the eastern foothills in Oakland and Berkeley. Lessons learned from that event resulted in legislation that dictates elements of fire department preparedness and planning, and organization for response at the field and Emergency Operations Center (EOC) levels. The San Jose Fire Department fully complies with all legislative mandates, including full implementation of the Incident Command System (ICS). The City has implemented the Standardized Emergency Management System (SEMS) at the EOC level.

The City of San Jose has an on-going effort to mitigate the potential for wildland/urban interface fires. Fire department companies monitor their service areas for obvious risks and work with private property owners for their mitigation. Weed abatement is managed by Code Enforcement in the Department of Planning, Building and Code Enforcement. Fire risk mitigation on City-owned lands is managed by the Parks, Recreation and Neighborhood Services Department and the Department of Transportation. The County of Santa Clara has a Hazardous Vegetation Program to mitigate the potential for fire propagation. One important element of mitigation is the development of fire resistant residential properties. Public education is one tool to engender fire safe mitigation in the community, and is offered by the San José Office of Emergency Services, San Jose Fire Department, Santa Clara County Hazardous Vegetation Program, and the California Department of Forestry and Fire Protection.

In 2000 a fire occurred in the eastern foothills of San José. A San José ***Prepared!*** member offered initial guidance for neighborhood voluntary evacuation in the initial fire area. His neighbors expressed a desire for the development of more San Jose ***Prepared!*** teams in their area. Community meetings after the fire demonstrated the need for targeted public education in wildland interface areas. In the summer of 2001 a packet of wildland interface fire zone public education materials was developed and distributed in targeted areas of San Jose, with the goal of engendering action toward wildland/urban interface fire mitigation by individual owners.

B. PURPOSE

This plan has been developed to provide the basis for City staff and community members to coordinate and interrelate regarding wildland/urban interface fire I-Zone events, including mitigation, planning, response, and recovery

C. SCOPE

This plan addresses wildland/urban interface fire zone areas of the City of San José and the county unincorporated areas served by the San José Fire Department.

This plan is intended to supplement the City of San José's Emergency Operations Plan. It addresses those elements of the emergency organization which would have specific emphasis during a wildland interface fire zone event.

This plan is intended as a guide. It can be modified, as necessary, to cope with unforeseen conditions and events.

Figure 1

PRIMARY & SUPPORTING AGENCIES	WILDLAND/URBAN RESPONSE FUNCTIONS										
	Management Section Chief	Emergency Public Info	I-Zone Fire Advisory	Fire/Rescue	Operation Chief	Law Enforcement – Traffic Control	Care & Shelter	Construction Engineering	Planning Intelligence	Logistics	IT/Telecomm
P = Primary S = Supporting											
City Manager	P	P	S		S						
Airport		S									
Convention Arts and Entertainment		S					S				
Employee Services		S	S				S				
Environmental Services		S		S						S	
Fire		S	P	P	P			S	S	S	
General Services						S	S		S	P	
Information Technology			S					S			P
Parks, Recreation and Neighborhood Services		S		S			P				
Planning, Building and Code Enforcement				S					P		
Police		S	S	S	S	P		S		S	S
Public Works		S						S			
Transportation		S	S	S				P	S	S	S
American Red Cross							S				
CDFFD		S	S		S			S			
Neighborhood Associations			S								S
National Weather Service			S						S		
News Media		S									
RACES			S						S		S
Santa Clara Valley Trans. Authority						S				S	
San Jose Prepared!			S	S							S
Santa Clara County Health Dept.							S				
Santa Clara County Sheriff's Ofc.				S		S		S			
School District							S				

WILDLAND/URBAN INTERFACE ZONE FIRE STANDARD OPERATING PROCEDURE

PART II

A. MANAGEMENT SECTION

This gives a general plan of emergency response operations for I-Zone fire or the threat of fires. The principal emergency functions needed are Management, Public Information, Operations Chief, Communications, Fire & Rescue, Law Enforcement & Traffic Control, Care & Shelter, Construction & Engineering (Transportation), Planning/Intelligence (Damage Assessment, Situation Analysis, and Recovery), and Logistics (Procurement). These functions are described as they relate to I-Zone fire or the threat of I-Zone fire. Figure 1 lists the responsible and supporting elements of government and the private sector and shows their relationships to the I-Zone fire-related emergency response functions.

Material following Figure 1 describes each of the functions as they relate to an I-Zone fire emergency. These sections also provide a structure for organizing attachments which provide detailed information such as Standing Operating Procedures (SOPs) and site-specific data. SOPs and attachments have been prepared and are maintained by the responsible and supporting departments.

1. Management

a. Purpose

The City Manager is the Director of Emergency Services (DES) and, as such, controls and directs the efforts of the emergency organization. The City Manager or his designee serves as the Management Section Chief.

b. Organization

The emergency organization will be mobilized as necessary according to the Emergency Operations Plan to respond to the threat of an I-Zone fire or an I-Zone fire emergency.

c. Operational Phases and Plan Activations

1) Preparedness Phase Action

- a) Office of Emergency Services (OES) staff members review key City personnel alerting lists on an ongoing basis.
- b) The Director of Emergency Preparedness (DEP) will ensure that the Emergency Operations Center (EOC) is prepared for activation.
- c) S/he will coordinate with state and federal counterparts as appropriate.

2) Increased Readiness Phase Action

- a. The DEP will ensure that the EOC staffing list is up-to-date.
- b. The DEP will coordinate with the Call Center regarding their role in community information.

This phase also includes starting the annual periodic situation appraisal and reporting of vegetation conditions.

- a) By May 15 of each year:
 - The OES will annually conduct a review of the emergency organization to ensure that it is current; and
 - Each department listed as primary or secondary on the matrix will review its I-Zone fire plan and attachments.
- b) By June 1 of each year, each responsible department will have completed the following actions:
 - Inventory supplies and equipment, and initiate action to achieve readiness;

3) Preparedness Phase. This phase includes "readiness actions" such as reviewing plans, revising alert lists, and checking equipment and supplies.

- a. Forward revisions to the Office of Emergency Services (OES).
- b. Update emergency telephone numbers for vendors/suppliers of critical resources.
- c. By June 15, OES shall have taken the following actions:
 - Incorporate department revisions into the I-Zone fire Plan.
- d. By July 1, OES shall have published the revisions to the I-Zone fire Plan and distributed them to the Distribution List.

4) I-Zone Fire Emergency Phase Action

- a. The City Manager/DES may declare a State of Local Emergency due to I-Zone fire. The City Manager/DES will keep the Mayor and City Council informed of significant actions taken.
- b. The DEP will inform the State OES, Coastal Region (via the Operational Area), of the situation/status during EOC activation

5) Recovery Phase

- a. At the termination of the local emergency, the DES will appoint a designated representative for Public Assistance and a designated representative for Individual Assistance.

2. Emergency Public Information

a. Purpose

The purpose of the Emergency Public Information function is to provide official news releases to the news media (including the press and the electronic media--radio, television, and cable television) and to the public, under the direction of the Assistant City Manager.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: City Manager's Office

Supporting Agencies: Office of Emergency Services
Public Works
Fire
Police
Department of Transportation
Parks, Recreation & Neighborhood Services
Call Center
Environmental Services
Human Resources
Airport
Convention, Arts, and Entertainment
News Media
Santa Clara Valley Water District

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Fire Department Public Information Officer (PIO) will develop or revise sample text for news releases and for alert and evacuation leaflets. Leaflets should be in appropriate community languages. The PIO should be prepared to disseminate to San Jose residents literature on how to prepare for an I-Zone fire, sheltering in place, and/or what items they should take with them when evacuating. The City Public Information Officer (PIO) will revise the listing of news media contacts.

The Department of Human Resources will develop lists of bilingual City personnel available to assist in translating news releases, alerts, and evacuation leaflets, and in staffing phone lines and assistance centers.

Fire Department PIO will provide periodic status reports to the City PIO.

2) Increased Readiness Phase Actions

When the DES designates a state of local increased readiness, the City PIO will provide news media with releases advising them of conditions as they change.

The City PIO will identify broadcasters willing to provide public information broadcasting service. The City PIO will use EDIS and Emergency Alert System (EAS) to disseminate life safety information.

The City PIO and DEP will coordinate with the DES on the decision to activate 277-HELP and to create the appropriate recorded message. If the DES directs the 277-HELP line to be staffed, the Public Safety Dispatcher and the Call Center will assist with 277-HELP to provide information to the public, and the City PIO will prepare messages for it. The PIO will publicize the telephone number.

Appropriate bilingual City staff will translate and record the PIO's messages to provide pertinent information to the public via 277-HELP, in either the recorded mode or live mode.

3) I-Zone Fire Emergency Phase Actions

The City PIO will keep the public informed of developing conditions and of prudent actions to take via the news media, EAS, and 277-HELP messages.

The City PIO will utilize the full capabilities of the news media to the maximum extent appropriate for broadcasting timely I-Zone fire advisories to the public. Fire Department staff will manage public notification in the I-Zone fire area.

4) Recovery Phase Actions

The City PIO will inform the public of Disaster Application Center (DAC) locations and other available recovery assistance by news releases, interviews with officials, and 277-HELP recordings or operators. The City PIO will provide the media and public with all necessary follow-up information related to damage assessments (public and private) and to returning the community to normal conditions. The DEP will coordinate with state and federal counterparts.

3. I-Zone Fire Advisories

a. Purpose

The purpose of the I-Zone fire advisory function is to provide timely information to fire prone areas of the community regarding potential time frames for potential impacts.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Fire Department

Supporting Agencies: City Manager
Police
CDFFP
Department of Transportation
Human Resources
Information Technology
RACES
San Jose ***Prepared!***
Neighborhood Associations
News Media
National Weather Service

c. Operational Phases and Plan Activation

The Assistant City Manager is in charge of all messages released to the public and the media when the EOC is activated, and as such must approve all warning notices and press releases issued after the EOC is opened.

The Police and Fire Chiefs are responsible for neighborhood notification, based on direction of the DES, and information provided by the CDFFP, and the National Weather Service (NWS).

Upon receiving advisory, watch, warning or alert messages, neighborhood associations and San José ***Prepared!*** members will then execute any I-Zone fire warning plans.

The Public Information Officer (PIO) is responsible for communicating city-specific I-Zone fire related news releases to the news media.

1) Preparedness Phase Actions

The Fire Department will update I-Zone fire area alerting lists and maps annually (See Attachment), and remind residents of those areas through a public education campaign that is an opportunity to revise or develop their I-Zone fire warning procedures. These lists will include homeowner associations, schools, and other large facilities. Copies of the revised alerting lists will be forwarded to OES by October 1 each year.

2) Increased Readiness Phase Actions

The Fire PIO will coordinate with the City PIO to ensure that the PIO Branch is prepared to issue I-Zone fire-related media releases and community advisories, watches, warnings, or alerts.

3) I-Zone Fire Emergency Phase Actions

The Fire Chief will establish the geographical scope for I-Zone fire advisories based on information obtained from the NWS and CDFFP. The City PIO will manage and coordinate the issuance to the press. The Fire Chief will activate appropriate supporting agencies. The Assistant City Manager will approve press releases, handbills, 277-HELP messages, and official statements prepared by the City PIO.

The Police Communications Supervisor will, as directed, notify and/or call back City staff for EOC, if activated.

The City PIO will provide written I-Zone fire advisories in the format directed and approved by the Assistant City Manager. The EPIO will set up media conferences as directed. The EPIO will prepare for approval media releases, handbills, and 277-HELP messages in appropriate languages. The EPIO will publicize the 277-HELP activation. At the direction of the Assistant City Manager, the EPIO will use all appropriate media contact points to enhance community awareness of potential I-Zone fire impacts.

The Police Department will direct and coordinate field-warning activities when directed by the DES or in support of an evacuation order. The Police Department will provide warning by vehicle-mounted public address speakers or sirens, where possible. The Fire Department will provide support to Police field warning activities, if personnel are available. San Jose ***Prepared!*** will provide support to Police field warning activities in their neighborhoods, where available.

When I-Zone fire areas are determined to be at risk for fire spread, the Police Department Communication staff will provide telephone notification of I-Zone fire warning to key facilities, unique institutions (see Attachment 1), San José ***Prepared!*** teams, and neighborhood associations as directed by the Assistant City Manager.

Neighborhood associations and San José ***Prepared!*** team leaders who have agreed to coordinate in providing I-Zone fire advisories, after notification, may issue I-Zone fire warnings as described in their plans.

City departments with responsibilities for I-Zone fire advisories will keep the Assistant City Manager apprised of any problems in promulgating I-Zone fire advisories as they arise and inform him/her immediately when assigned tasks

are completed. The Assistant City Manager will keep the DES informed (periodically or as directed) of the status of I-Zone fire advisory operations.

B. OPERATIONS SECTION

1. Operations Chief

a. Purpose

The role of the Operations Chief is to provide centralized control and coordination of emergency operations.

b. Organization

The Fire Chief is the Operations Chief. The Emergency Operations Center will be staffed in accordance with the City Emergency Operations Plan.

c. Operational Phases and Plan Activation

The four operational phases are Preparedness Phase, Increased Readiness Phase, I-Zone Fire Emergency Phase, and Recovery Phase.

1) Preparedness Phase. This phase includes “readiness actions” such as reviewing plans, revising alert lists, and checking equipment and supplies.

2) Increased Readiness Phase. Actions to be taken as the probability of I-Zone fire appears likely (such as during dry and windy weather conditions) to the Fire Chief and Director of Emergency Services (DES):

a) Increased Readiness Phase Actions

The Increased Readiness Phase is designated by the DES. S/he may establish a state of local increased I-Zone fire readiness based on recommendation of the Fire Department staff. Scheduled monitoring of vegetation conditions and weather forecasts will provide the signal for such recommendation, but unforeseen events can also provide the signal.

Once the DES establishes a state of local increased readiness, all City emergency functions will begin executing the Increased Readiness Phase actions of their plans.

The Director of Emergency Preparedness (DEP) will inform the State of California OES, Coastal Region, via the Operational Area, when an Increased Readiness Phase has begun. The DEP will ready the EOC for rapid activation.

b) Stepping Up the Level of Increased Readiness

The DES may step up the level of readiness when the Fire Department staff advises him/her of a high likelihood of I-Zone fire or when the DES has other reasons to develop a higher degree of readiness such as

during holiday periods, when an arsonist is active, or there are high winds and dry conditions. This step-up in readiness may include activating and staffing the EOC and accelerating increased readiness actions.

c) Spontaneous and Voluntary Evacuation

If spontaneous evacuation occurs, the DES may provide support by City-directed resources.

The DES, upon the advice of the Fire Chief and/or Police Chief has the option to advise voluntary evacuation of an area near active fire, even if the area is not expected to become a life or health hazard. Resident of the area shall be given support by City-directed resources. This type of area is defined as an "I-Zone fire area."

3) I-Zone Fire Emergency Phase. Actions taken during the Emergency.

a) I-Zone Fire Emergency Phase Actions

The I-Zone Fire Emergency Phase is designated by the DES.

The DES may direct the Police Chief to issue a voluntary evacuation advisory, or order the evacuation of an area that is, or is expected to become, a life or health hazard through direct effects or indirect effects (such as loss of vital utilities) of an I-Zone fire. This type of area is defined as an "evacuation area."

b) Evacuation of Residents

The City Manager/DES shall direct the Chief of Police to order an evacuation only after declaring a State of Local Emergency due to I-Zone fire. The authority for ordering an evacuation is in Government Code 38791 (See Basic Plan, Appendix 1).

Once DES declares a State of Local Emergency due to I-Zone fire, all directors of departments with emergency functions will begin executing the I-Zone Fire Emergency Phase Actions of their plans.

4) Recovery Phase. Actions to be taken following the emergency.

a) All City department directors and chiefs will prepare after-action reports for the City Manager/DES.

b) Individual disaster recovery assistance may be offered by the Federal Emergency Management Agency (FEMA). This may include Disaster Application Centers (DACs) established by FEMA and the State of California OES to assist citizens with recovery activities. The City of San Jose will provide logistical support to the DACs. The type and

degree of City staffing and support will depend upon the needs of the residents and the direction of FEMA and State OES.

- c) Within 10 days all department directors will provide material for FEMA Schedule B claims to the City's designated representative for Public Assistance, normally the Finance Director.
- d) All departments will continue all actions needed to return the community to pre-I-Zone fire functioning.
- e) Fire Department staff will coordinate with Risk Management to ensure that the City maintains adequate fire insurance for all damaged buildings to ensure the availability of future assistance from FEMA.
- f) All departments will cooperate with the designated representative for Public Assistance to ensure that all City claims are properly filed to maximize reimbursement from FEMA and State OES.
- g) DEP will support FEMA and State OES in opening Disaster Application Centers (DACs), if needed, or work with the City PIO and news media to publicize alternate methods of getting help through the Individual Assistance programs such as 800 number direct telephone contact.
- h) All departments will review and revise their elements of the I-Zone Fire Plan based on actual experience and forward those amended plans to OES within 60 days after the event. OES will compile and review all changes and incorporate them into the I-Zone Fire Plan, as appropriate, and distribute changes within 90 days of the event.

2. Fire and Rescue

a. Purpose

The purpose of the Fire and Rescue function is fire suppression and resident rescue and movement from an I-Zone fire area.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Fire Department

Supporting Agencies: Police
Planning, Building and Code Enforcement (PB&CE)
Department of Transportation (DOT)
San José *Prepared!*
Parks Recreation and Neighborhood Services (PRNS)
Environmental Services/Municipal Water
San José Water
Great Oaks Water

Santa Clara Valley Water District (SCVWD)
California Department of Forestry and Fire Protection
(CDFFP)
Santa Clara County Sheriff's Office (SCCSO)

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Fire Department monitors vegetation and weather conditions to evaluate the potential for Wildland/Urban Interface Fires annually in conjunction with CDFFP. Battalion Chiefs in I-Zone fire areas up-date their target hazard information for I-Zone fire areas annually. Fire coordinates with DOT and PRNS to ensure that all vegetation management on City-owned lands is implemented early in the season and constantly maintained in a safe condition. DOT coordinates vegetation management with the County Fire Marshall. Code Enforcement ensures that private landowners follow weed abatement and vegetation management as prescribed by law. All departments inventory emergency response equipment as a matter of routine activity. Resource lists of water pumps owned by relevant water companies will be checked annually and revised as necessary by Fire Department Bureau of Fire Prevention staff. Fire Department personnel will coordinate with mutual aid partners and SCVWD to determine the availability of submersible pumps and other auxiliary fire fighting support.

2) Increased Readiness Phase

The Fire Department will mobilize I-Zone fire plans and equipment as appropriate. Fire Department personnel will coordinate with water companies to ensure that emergency contact information is up to date.

3) I-Zone Fire Emergency Phase Actions

The Fire Department will provide fire suppression, resident rescue and direction for movement for persons in I-Zone fire areas to the maximum extent possible, considering personnel safety. The Fire Department will utilize supporting agencies, as appropriate, such as Police, Santa Clara County Sheriff's Office (SCCSO), San Jose ***Prepared!***, and DOT.

The DOT will provide available engineering support as necessary and will call upon the private sector when applicable. CDFFP will provide suppression and movement support. Santa Clara Valley Transit Authority (SCVTA) will provide movement and shelter support when applicable.

4) Recovery Phase Action

- a) Fire Department personnel will coordinate with GS and mutual aid partners to ensure that all consumed, destroyed, or depleted resources are replaced or refurbished.

- b) Fire Department personnel will ensure that I-Zone Fire Plan information is updated or modified based on actual experience.
- c) Fire Department personnel will assist the designated representative for Public Assistance to ensure that appropriate document action is provided for reimbursement of mutual aid partners.
- d) Fire Department personnel will assist the designated representative for Public Assistance to ensure that appropriate documentation is provided for reimbursement by FEMA and State OES.

3. Law Enforcement and Traffic Control (evacuation)

a. Purpose

The purpose of the Law Enforcement and Traffic Control function is to provide I-Zone fire related traffic control, to manage evacuation operations, and to maintain law and order during evacuation operations and in evacuated areas (see Attachment 5).

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Police Department

Supporting Agencies: DOT
General Services
SCCSO
CDFFP
SCVTA

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Police Department will review its I-Zone fire emergency plans, including evacuation routes and traffic control points, and revise them as necessary. The Police Mobile Command Post and mobile radio station/DUI vehicle should be inspected for readiness.

2) Increased Readiness Phase Actions

- a) The Police Department will prepare to activate the Traffic Control Plan (Attachment 5, Section IV).
- b) Police will ensure that mobile electronic message boards are in good working order, and vehicles to move them are available.

3) I-Zone Fire Emergency Phase Actions

The Police Chief is responsible for all evacuation functions. In the event evacuation operations are required, s/he reports directly to the Operations Chief. The Operations Chief will keep the City PIO and Situation Analysis staff informed of street closures and traffic routings. The Police Department will maintain a command staff member in the liaison role at the field level Incident Command Post (ICP).

The Police Department, coordinating with DOT for personnel and barricades, will activate the Traffic Control Plan (Attachment 5, Sections IV).

The Police Department will control the operations of privately owned vehicles in I-Zone fire areas (See Attachment 5, Section IV).

The Police Department will allow no unauthorized persons to enter or return to an I-Zone fire or sealed off area without permission of the Police Liaison at the ICP.

The Police Department will establish a Mobile Command Post co-located with the Fire Department Incident Command Post if necessary or as directed by the Operations Chief.

At the order of the Police Chief, the Logistics Section Chief will arrange evacuee transportation by bus from Assembly Points to Congregate Care Centers coordinating with the Santa Clara Valley Transportation Authority. The Police Department will provide support and escort service as necessary. (See Attachment 7 - Assembly Points)

4. Medical Operations

This is a County function. A Medical Liaison position may be activated by the Operations Chief.

5. Medical Examiner/Coroner

This is a County function. A Coroner Liaison may be activated by the Operations Chief.

6. Care And Shelter

a. Purpose

The purpose of the Care and Shelter function is to provide congregate care and shelter for San Jose residents affected by potential or actual I-Zone fire.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Parks, Recreation & Neighborhood Services

Supporting Agencies: American Red Cross (Federal Mandate)
Conventions, Arts & Entertainment
General Services
School Districts
Santa Clara County, Department of Health
Human Resources Department

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Director of Parks, Recreation & Neighborhood Services (PRNS) will review shelter plans and alert lists, establish liaison with supporting agencies to review agreements and confirm facility availability.

2) Increased Readiness Phase Actions

The Director of PRNS will advise his/her staff and supporting agency liaisons of the situation, including potential need for congregate care facilities. S/he will provide her/his staff with shelter management refresher training. S/he will establish communications and coordinate all activity with the liaison appointed by the American Red Cross, Santa Clara Valley Chapter. S/he will alert the Damage Assessment Branch of anticipated manpower needs for structural inspection and health support activities for potential shelter locations.

3) I-Zone Fire Emergency Phase Actions

The Director of PRNS will alert and mobilize staff and supporting agencies as necessary. S/he will open congregate care centers and/or shelters in accordance with the agreement with the American Red Cross as directed by the Operations Chief. S/he may request manpower support, if necessary, coordinated through the Logistics Section, Personnel Branch, including bilingual staff and extra staffing.

The Director of PRNS shall request sanitation, health and/or facility inspections and support from Operations Section/Public Health Unit or the County Public Health Department.

The Director of PRNS shall request the City PIO to create announcements and/or informational pamphlets that would benefit evacuees requiring shelter.

4) Recovery Phase Actions

The Director of PRNS will assist the American Red Cross in closing congregate care centers and/or shelters.

7. Construction and Engineering (Traffic Control Devices)

a. Purpose

The purpose of the Construction & Engineering function is to plan, direct and provide traffic control devices for I-Zone fire areas.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Department of Transportation

Supporting Agencies: Police
Santa Clara County Sheriff's Office
Information Technology/GIS
Public Works
Fire

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

- a) Police will coordinate with DOT regarding evacuation route planning and anticipated need for support.
- b) The Director of DOT will coordinate with General Services to inventory the flares, barricades, and delineators stockpiles and replenish if necessary.
- c) DOT will ensure that electronic arrow signs are in good working order, and vehicles to move them are available.

2) Increased Readiness Phase Actions

The Director of DOT and Police Chief will coordinate regarding potential need for traffic control services. DOT and Police will work with IT/GIS to ensure that adequate maps for managing I-Zone evacuations are available for the EOC and the Incident Command Post.

3) I-Zone Fire Emergency Phase Actions

- a) The Director of DOT will implement the Alert and Mobilization Plan and implement general traffic control support operations until a specific plan is developed.

- b) The Director of Employee Services will coordinate the registration of volunteer forces, individuals, and groups and assist in their allocation and assignment, as needed, if requested by the Operations Chief. If a prolonged event's anticipated, the Director of Employee Services will request activation of the Volunteer Center of Silicon Valley's spontaneous unregistered volunteer management plan.

4) Recovery Phase Actions

- a) The Director of DOT will have traffic control devices removed from public property. S/he will coordinate with the Logistics Chief to ensure that stockpiles of flares, barricades and related batteries and delineators are replenished.
- b) Erosion control of fire-damaged areas must be managed by Department of Public Works (DPW) and Environmental Services Department (ESD). Water quality and streambed maintenance must be managed by DPW in conjunction with Santa Clara Valley Water District (SCVWD) and any property owners.
- c) DPW and DOT will review the condition of all infra-structure and ensure repair or reconstruction of affected roadways, culverts, drainage areas and ensure that re-grading of slopes is accomplished where necessary.
- d) DPW and DOT will coordinate with all utility owners to ensure repair and restoration of functionality. Temporary repairs or measures may be needed to allow residents to return to homes not damaged by fire.

C. LOGISTICS SECTION

1. Logistics Chief

a. Purpose

The purpose of the Logistics function is to plan, direct, and provide logistical support to the emergency response and recovery operations.

b. Organization – Responsible and Supporting Agencies

Responsible Agency: General Services

Supporting Agencies: Police
Fire
DOT
Environmental Services
SCVWD
SCVTA

c. Operational Phases and Plan Activation

1) Preparedness Phase Action

- a) The Director of General Services will inventory emergency response equipment in City stocks and coordinate with user departments to be sure supplies are adequate.
- b) The Director of General Services will update emergency telephone numbers of vendors of critical resources.

2) Increased Readiness Phase Action

The Director of General Services will confirm the adequacy of stockpile supplies with user departments.

3) I-Zone Fire Emergency Phase Action

The Director of General Services will respond to the EOC as Logistics Section Chief, as required, and mobilize departmental personnel according to the GS procedure, in support of the Logistics Section.

4) Recovery Phase Actions

- a) The Director of General Services will coordinate with other departments to restock depleted supplies.

- b) The Director of General Services will assist the designated representative for Public Assistance to ensure that appropriate documentation is provided for reimbursement by FEMA and State OES.

2. IT/Telecommunications

a. Purpose

The purpose of the IT/Telecommunications function is to ensure that adequate radio and telecommunications are available during an I-Zone fire to transmit/forward messages to field response staff and EOC staff.

b. Organization - Responsible and Supporting Agencies

Responsible Agency: Information Technology/Fire Communications

Supporting Agencies: Police Communications
DOT
RACES
Pacific Bell Company
Cellular-One
Neighborhood Associations
San Jose Prepared!

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

Emergency communications equipment which is not in day-to-day use will be checked monthly from July through December.

The Office of Emergency Services (OES) staff will check telephones and radios at the EOC and report any problems to IT. Emergency telephones and radios not located in the EOC will be tested by the responsible department. Inoperable equipment will be reported to IT for repair and returned to service as soon as possible.

2) I-Zone Fire Emergency Phase Action

The on-duty Fire Deputy Chief will confer with DEP regarding EOC activation. The DEP will notify the DES and obtain direction regarding the level of EOC activation or staffing.

Police Communication's staff will activate the call out plan as directed by the DEP.

Communications resources to be considered, regardless of the level of EOC activation, include:

- Open the DOT Dispatch Center

- San Jose RACES
- Police Mobile Command Post and/or Mobile Radio Station/DUI vehicle
- Fire Command Post Support Vehicle
- Fire IDT
- IT/Telecommunications Manager:
 - ✓ Will distribute communications equipment (pagers, radios, cellular phones) if required and if available.
 - ✓ Will contact PacBell liaison, if required.
 - ✓ Will coordinate with GS to acquire needed equipment/services.

The DEP will coordinate with the City PIO to script and record an appropriate message on 277-HELP, in appropriate languages. At the direction of the DES, 277-HELP may become a staffed answering point, using City staff from the Call Center, Neighborhood Development Center, and/or Police Communications. The operators will respond to public inquiries. Requests to the City's Public Information Officer (EPIO) for information from the news media will be forwarded appropriately, and their media line may be activated and publicized.

D. PLANNING/INTELLIGENCE SECTION

1. Situation Analysis

a. Purpose

The purpose of Situation Analysis is to use information from Fire, CDFFP, and NWS to determine if an I-Zone fire is impending, and to forecast the likelihood of its occurrence and magnitude as a basis for recommendations to the DES. Fire and CDFFP will be key members of the team. Fire Department companies conducting community reconnaissance will provide timely local information.

b. Organization-Responsible and Supporting Agencies

Responsible Agency: Planning, Building and Code Enforcement

Supporting Agencies: Fire
DOT
CDFFP
General Services
National Weather Service (NWS)
RACES

c. Operational Phases and Plan Activation

1) Preparedness Phase Actions

The Director of PB&CE will obtain status reports from Fire and CDFFP on weather and vegetation moisture conditions. He will ensure that the CE staff are enforcing all codes related to vegetation management, weed abatement, and fire safety.

2) Increased Readiness Phase Actions

The Director of PB&CE will utilize weather reports along with reports from Fire and CDFFP to determine if a risk of I-Zone fire is developing. When the Situation Analysis of wind and humidity data indicates a high likelihood of I-Zone fire in San Jose, the Director of PB&CE will coordinate with the Fire Chief, who will immediately inform the DEP with a status report and a recommendation for action. The DEP will contact the DES for permission to open the EOC. The Fire Chief will also inform Police, DOT, General Services, and any other support department of the potential for an I-Zone fire. OES may relay the report via the Operational Area to the State OES, Coastal Region office, when appropriate.

3) I-Zone Fire Emergency Phase Actions

a) When I-Zone fire within the San José Fire Department service area is imminent or evident, the Fire Chief will conduct an investigation and

analysis to identify the sources and conditions in the active fire area and shall report the results promptly to the DES with recommendations for action.

- b) The DES may declare a State of Local Emergency due to I-Zone fire.
- c) The Recovery Branch Director evaluates the need for vegetation removal from public and private property, and begins working with City departments and the Logistics Section to organize removal of any potentially hazardous vegetation and other immediate mitigation action that could prove useful without endangering City staff.
- d) The Planning/Intelligence Chief evaluates the need for temporary housing and coordinates with Care & Shelter Section and Recovery Branch.
- e) The Planning/Intelligence Chief evaluates the need for utility repairs and coordinates with Construction & Engineering through the Utility Coordinator.
- f) The Plans Chief evaluates the need for repairs to major public facilities and coordinates with Construction & Engineering/Public Works Department.
- g) The Recovery Branch Director reviews the disaster damage assessment information and takes any steps that will hasten community recovery.

3) Recovery Phase Actions

The Department of Planning, Building & Code Enforcement (PB&CE) will develop an abbreviated inspection and permitting process to aid rebuilding and rehabilitation of buildings in the fire area, when appropriate to the disaster. PB&CE may request the City Council to reduce or waive fees, where appropriate.

E. FINANCE SECTION

1. Finance Section Chief is the Director of Finance.

a. Purpose

The role of the Finance Section Chief is to ensure that all disaster-related expenses are accounted for, and that federal and state reimbursements are obtained.

b. Organization

Finance representation in the EOC may be provided in person or electronically.

2. Operational Phases and Plan Activation

a. Preparedness Phase

- 1) By June 1 of each year Finance will review and update the reimbursement manual to ensure compliance with federal and state reimbursement guidelines.
- 2) By June 15 a new/revised manual will be prepared, if needed. One copy will be provided to each EOC Section Chief and the DEP
- 3) By July 15 Risk Management will review all disaster insurance policies for City-owned buildings previously damaged in federally declared disasters and ensure that the policies meet minimum FEMA standards for coverage.

b. Emergency Phase

- 1) Support EOC operation as outlined in City Emergency Operations Plan (EOP).
- 2) Appoint an individual to serve as the point of contact for trading financial records related to the disaster.

c. Recovery Phase

- 1) Coordinate all financial recovery from FEMA and State OES with the designated representative for Public Assistance.
- 2) Assist the designated representative with all paperwork and form filing for reimbursement to the City of San Jose.
- 3) Risk Management will acquire appropriate insurance policies for all damaged City-owned buildings.

KEY FACILITIES IN SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS

1. Evacuation Collection Locations – Zone 1

A. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Independence High School 1776 Education Park Drive San Jose, CA 95113 928-9500 Cari Vaeth, Principal Home: 942-0760 Pager: 697-6023	John Nunez, Custodian Work: 928-9612 Home:	1,600	J38
Mount Pleasant High School 1750 S. White Road San Jose, CA 95127 937-2800 Art Darin, Principal Home: 268-9483 Cell: 593-3479	Fred Luzod, Custodian Work: 937-2870 Home: 926-6715		L43
James Lick High School 57 North White Road San Jose, CA 95127 347-4400 Bernice Olmos, Principal Home:	Ruben Hernandez, Custodian Work: 729-3580, x3745 Home: 270-0233 Pager: 697-6006	1,600	J41
Piedmont Hills High School 1377 Piedmont Road San Jose, CA 95132 347-3800 Dan Mosher, Principal Home: 356-8497	Jerry Rodriguez Custododian Work: 729-3950 Home: 292-4596 Pager: 697-6013	1,600	F39

KEY FACILITIES IN

SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS

1. Evacuation Collection Locations – Zone 2

B. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Independence High School 1776 Education Park Drive San Jose, CA 95113 928-9500 Cari Vaeth, Principal Home: 942-0760 Pager: 697-6023	John Nunez, Custodian Work: 928-9612 Home:	1,600	J38
Mount Pleasant High School 1750 S. White Road San Jose, CA 95127 937-2800 Art Darin, Principal Home: 268-9483 Cell: 593-3479	Fred Luzod, Custodian Work: 937-2870 Home: 926-6715		L43
James Lick High School 57 North White Road San Jose, CA 95127 347-4400 Bernice Olmos, Principal Home:	Ruben Hernandez, Custodian Work: 729-3580, x3745 Home: 270-0233 Pager: 697-6006	1,600	J41
Piedmont Hills High School 1377 Piedmont Road San Jose, CA 95132 347-3800 Dan Mosher, Principal Home: 356-8497	Jerry Rodriguez Custododian Work: 729-3950 Home: 292-4596 Pager: 697-6013	1,600	F39

KEY FACILITIES IN SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS

1. Evacuation Collection Locations – Zone 3

C. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Overfelt High School 1855 Cunningham Avenue San Jose, CA 95122 347-5900			T42
Mount Pleasant High School 1750 S. White Road San Jose, CA 95127 937-2800 Art Darin, Principal Home: 268-9483 Cell: 593-3479	Fred Luzod, Custodian Work: 937-2870 Home: 926-6715		L43

KEY FACILITIES IN **SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS**

1. Evacuation Collection Locations – Zone 4

D. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Evergreen Community College 3095 Yerba Buena Road San Jose, CA 95135		L	Lynx Thomas Bros. 855-G4
Liberty Baptist High School 2790 S. King Road San Jose, CA 95122		12500	Lynx Thomas Bros. 855-42

KEY FACILITIES IN SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS

1. Evacuation Collection Locations – Zone 5

E. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Silver Creek High School 3434 Silver Creek San Jose, CA 95121 Dr. Ana Lomas, Principal 347-5610	Mr. Scroeder Work: 347-5620 J. Avila Work: 347-5682	2,600	Lynx O43 Thomas Bros. 855-B4
Oak Grove High School 285 Blossom Hill Road San Jose, CA 95123 347-6500	Julia Lawrence Home: 238-3751 Richard Frias Joaquin Rosas	1500	Lynx T42 Thomas Bros. 875-J5
Andrew Hill High School 3200 Senter Road San Jose, CA 95111 347-4100		1,500	Thomas Bros. 854-J5

KEY FACILITIES IN SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS

1. Evacuation Collection Locations – Zone 6

F. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Santa Teresa High School 6150 Snell Road San Jose, CA 95123 347-6211		1500	Lynx V41 Thomas Bros. 874-J2
Oak Grove High School 285 Blossom Hill Road San Jose, CA 95123	Julia Lawrence Home: 238-3751	1500	Lynx T42 Thomas Bros. 875-A4
Gunderson High School 622 Gaundabert Lane San Jose, CA 95136 Demarris Brooks, Principal 535-6340	Jose Gonzales	1500	Lyns X38 Thomas Bros. 874-F3
Leland High School 6677 Camden Avenue San Jose, CA 95120 535-6290		1500	Thomas Bros. 834-J2

KEY FACILITIES IN **SAN JOSE WLDLAND/URBAN INTERFACE ZONE AREAS**

1. Evacuation Collection Locations – Zone 7

G. SCHOOLS

PUBLIC SCHOOL	EMERGENCY NUMBERS	CAPACITY	MAP GRID
Pioneer High School 1290 Blossom Hill Road San Jose, CA 95118 Baarbera Lepiane, Principal 535-6310	Barbera Lepiane Cell: 464-3343 Larretta Covarrubias 209-5429	1500	Thomas Brothers 874-C4

H. SHOPPING CENTERS

McKee and Capital
Berryessa and Capital
Hostetter and Capital

I. RECREATIONAL AREAS

Lake Cunningham
(Capital & Tully)
277-5650

Cataldi Park
(Morrill & Cataldi)
277-4573

J. HOSPITAL

Regional Medical Center
225 N. Jackson
San Jose
Kim Smith: 259-5000, x 2941

SJFD
STATION LOCATIONS, STAFFING AND RESOURCES.

STATION	Battalion	Engine	Satellite	Truck/ USAR	Satellite	Misc. Equip.	Personnel
1	B1	1	BPG1	T1	Light Unit 1	Courier	11
2	B2	2	BP2	T2	Light Unit 2	Courier EMS Trailer	11
3		3	BP3	T3	Light Unit 3		9
4		4		T4	Medic 4		9
5		5	BPG5	U5	UT5	Utility 5	9
6		6	Hose 6			Air Unit	5
7		7					4
8		8					4
9		9		T9	Light Unit 9		9
10	B10	10				Arson Van Courier EMS Trailer	5
11		11					4
12		12	BP12				4
13	B13	13		U13	UT13	Courier EMS Trailer	10
14		14		T14	Light Unit 14		9
15		15				WT14	4
16		16		U16	UT16		9
17		17					4
18		18		T18	Medic 18		9
19		19	BP19				4
20		20ABC	R20				6
21		21	BP21				4
22	22	Medic 22					4
23	23						4
24		24	BP24				4
25		25					4
26		26				Comm.26	4
27		27	BP27				4
28		28	BP28				4
29	B29	29		T29	Medic 29	HI29 Foam Unit Res.HIT	14
30		30				Res. Engine Medic 30	5
31		31			Medic 31		4
TOTAL UNIFORMED PERSONNEL ON DUTY PER SHIFT							194

Please see San Jose Fire Department's Available Resource Guide (Library Text 5-9) manual for other special equipment. San Jose Fire Department also participates in the State Mutual Aid Plan, the Bay Area InterCounty, Santa Clara County Local Fire Service and Rescue Mutual Aid Plans.

WATER PUMPS BLOCK 50 STATUS

Water Company	Contact	Telephone	Block Status of Pumps
San Jose Muni Water	Jim Irving	277-5180	See attachment
San Jose Water Co.	Ruben Hernandez	279-7875	See attachment
Great Oaks Water Co.	Robert Moore	829-4493	See attachment

Sample Message

CITY OF SAN JOSE

WELFARE AND CONGREGATE CARE

DATE: _____

DISASTER KIT FOR EVACUATION

Bring the following if possible:

- Sleeping bag or warm blanket, pillow
- Prescription medications, other essential medical supplies (oxygen, etc.)
- Hygiene items: soap, towels, toothbrush, deodorant, shaving it, etc.
- Infant support items, diapers, food, feeding spoons, bottles, clothing, blankets
- Personal identification: checkbook, utility bill, rent receipt or mortgage bills/stub.
- Insurance: Insurance policies (fire, auto) with agent's contact information
- Extra clothing, jacket, hat
- Children's support items: cuddly toy, blanket, books, coloring books and crayons, games
- Flashlight and transistor radio with earphones, batteries
- Personal entertainment supplies: books, playing cards, games
- Extra eyeglasses, hearing aid batteries, sunglasses
- Notebook, pens, envelopes and stamps, address book, phone book

Have these items ready in case you have to move fast. Remain calm and follow direction of evacuation personnel!

**PLEASE TRY TO FIND SHELTER WITH FRIENDS OR RELATIVES;
AMERICAN RED CROSS WILL OPERATE SHELTERS AT LOCATIONS
TO BE ANNOUNCED.**

EXAMPLE

CIUDAD DE SAN JOSÉ

ASISTENCIA PUBLICA Y CONGREGAR CUSTODIA

FECHA: _____

Se recomienda que UD.traigo las siguientes cosas, si es todo posible:

- Colcha-cama o cobijas
- Medicamentos y otras medicinas esenciales (oxigeno, etc.)
- Articulos para bebes como panales, comida, ropa, cobijas, cucharas, mamila
- Cosas de higiene: Medicamentos, vitaminas, toallas, cepilla de dientes, jabon etc.
- Identificación personal/licencia de manejar, talonario de cheques.
- Informacion de sus seguros de auto, casa y nombre y telefono de su agente.
- Juguetes y juegos para entretener los niños, como libros de dibujo, y lapises
- Suplementario de ropa , como chamarra/chumpa, botas, sombrero
- Linterna y radio portatil con baterias
- Articulos para pasar el tiempo como libros, barajas, juegos, revistas
- Pares de antiojos extras para el sol y de prescripcion
- Cuaderno, plumas, sobres y estampillas, agenda telefonica

Tenga estas cosas listas y a la mano en caso de que tenga que salir rápidamente. Mantengase tranquilo y sigue las instrucciones de las autoridades que dirijen la evacuación.

POR FAVOR OBTENER RUGIO CON AMIGOS O PARIENTES; AMERICAN RED CROSS OPERARÉ REFUGIOS A LUGARES ANUNCIADOS

**WILDLAND/URBAN INTERFACE ZONE
FIRE PLAN**

TITLE: Fire Area Access Control and Security Plan

DEPARTMENT: Police

CONTACT PERSON: Deputy Chief of BFO (277-4715)

I. GENERAL APPLICATIONS

- Notification of emergency warning or evacuation by City Manager.
- Chief of Police alerts Deputy Chief of Police, Bureau of Field Operations.
- Deputy Chief of Bureau of Field Operations staffs Emergency Operations Center (EOC) Law Enforcement position. Designates a Captain to be the Police Tactical Operations Commander in the EOC and a Lieutenant or Sergeant to assist the Captain and a Command Staff member as the Police Liaison at the Incident Command Post (ICP).
- Police Communications supervisor maintains an activity log containing street closures, evacuation routing requests from the Fire Department, traffic management concerns, and shelter locations.
- The Captain (tactical operations commander) designates any Lieutenants, Sergeants, or Officers to assist in the EOC as needs dictate.
- Immediate area survey by the Area Commander (Field Lieutenant) who will have Special Operations Units available as a resource (e.g., Traffic Enforcement Unit and police helicopter).
- Tactical Operations Commander utilizes I-Zone fire readiness checklist and Police Bureau of Field Operations office personnel to make preliminary contact for equipment and other needs.
- Area survey report and further personnel designations and assignments.
- Assist Fire Department with emergency warning and area rescue. Evacuate the AREA if directed by the Chief of Police.
- Provide traffic control and security for I-Zone fire emergency area on a 24-hour basis, as appropriate.

II. AIRCRAFT OPERATIONS

Air Support Commander – Contact Police Communications Supervisor at 277-8995.

Fixed-wing aircraft maintains four hours air time before refueling becomes necessary.

Helicopter maintains 2.5 hours air time before refueling becomes necessary.

A. Helicopter Applications

- Aerial surveillance as needed above the City.
- Communication capable with all surrounding agencies (Santa Clara Police via Fire channel only).
- Communication relay capable with agencies of difficult RT bands, i.e., simulcast with Sheriff, SJPD and CHP.
- Video and/or photo capabilities (hand-held only).
- Helicopter has public address systems capable of disseminating evacuation orders.
- Global positioning via satellites (GPS navigation) enabling helicopter to navigate to exact areas in case of massive power failure.
- On-board infra-red (FLIR) to look for and detect fires not visible to the human eye.
- Thirty million candlepower lights.

B. Department of Justice Air Assets Program

Department of Justice (DOJ) maintains the following aircraft with pilots to lend to agencies during emergencies:

- Six fixed-wing aircraft
- Eleven light helicopters
- Sixteen heavy helicopters.

Requests may be made via Sacramento DOJ Office:

- Command Center 24-hour number: (916) 227-3244

III. EQUIPMENT NEEDS

A. Police Command Posts

B. I-Zone Fire Kit

1. Citizen security passes and stamp
 2. Extended security passes - VIP
 3. Visitor log form
 4. Communications activity log form
 5. Assignment sheets
 6. Evacuation order
 7. Maps of the fire/threat areas (provided by IT/GIS)
 8. I-Zone key facilities list - special security precautions
- C. Barricade Truck and Supplies
- D. Flares (additional in Central Warehouse)
- E. Department of Transportation
1. Utility vehicles, 2½ ton trucks, etc.
 2. Portable toilets
- F. Department of General Services, Purchasing
1. Traffic control devices
 2. Special lighting equipment
 3. Food service

IV. TRAFFIC CONTROL STRATEGY

This traffic control contingency plan is provided as a general guideline only. Control points suggested herein are based on past history of I-Zone fire areas and anticipated evacuation routes.

This plan covers three levels of manpower commitment, based on the severity of I-Zone Fire.

A. Level One - I-Zone Fire Localized in Wildland Area

1. Coordinate with Fire ICP to develop entry and egress routes for fire suppression vehicles and emergency support vehicles and equipment.
2. Maintain checkpoints at the entrances to I-Zone fire areas to prevent “tourists.”

3. Maintain street traffic control and restrict parking along all routes needed for emergency vehicle passage.

B. Level Two -I-Zone Fire in Built-up Area

1. Maintain all controls in Level One
2. Coordinate with Incident Commander (IC) to determine which residential areas will shelter-in-place, which will be advised to move, and which will be under a mandatory evacuation order requested by the Fire Chief and issued by the Police Chief.
3. Coordinate with IC to determine routes for evacuation/moving residents that will not disrupt fire suppression operations, as far as possible.
4. Coordinate with DOT for traffic control devices to be delivered and set up at key locations.
5. Coordinate with Medical/Liaison in EOC regarding traffic control needs at hospital.
6. Coordinate with Care and Shelter Branch Director in the EOC regarding the evacuation center location and its traffic control needs: ingress and egress, parking arrangements.
7. Coordinate with SCVTA to provide busses for resident movement/evacuation when appropriate.
8. Provide police cars with P.A. to circulate through affected neighborhoods to announce appropriate alerts/warnings.
 - a. Get script for each area from EOC EPIO's.
 - b. Shelter-in-Place population to stay indoors, seal out smoke and turn on news radio or TV station.
 - c. Movement population to drive with caution and follow all traffic direction, one-way streets in effect (if appropriate), and turn on radio and tune to DUI trailer radio station 1340 AM for more information.
 - Coordinate staffing of 1340 AM by traffic officer to read the script from the EPIO's: drive safely, obey all traffic devices, evacuation center location.
 - d. Evacuation population encouraged to use SCVTA busses available at a specific location(s). Otherwise, same as movement.
9. Prevent access to all I-Zone fire areas by all except Fire and emergency response vehicles, and media as required by law.

In the past, the most severe traffic control problems have occurred Monday through Friday during prime commute hours. From 0600 to 0900, and from 1430 to 1830 hours, every major intersection may require personnel. During slack periods the on-duty commander will be required to assess the situation and make adjustments as necessary.

V. OTHER AGENCY CONTACTS

- A. California National Guard
Office of Emergency Services must request the above services by calling the State OES 24-Hour Warning Patrol Center: (916) 262-1621
- B. California Highway Patrol: (707) 551-4102
- C. Milpitas Police Department: City x4155 / 263-1212
- D. Santa Clara County Sheriff's Office: City x4340 / 299-2674
- E. Santa Clara City Police Department: City x4740, Dispatch: 615-5580
- F. Key facility emergency and security contact persons (see Attachment 2).

VI. EVACUATION

When the evacuation order for any portion of the San Jose community has been given by the Police Chief, the Police Department will assist Fire personnel in notification procedures by announcement of evacuation by public address systems from Air 1 and patrol vehicles. Final evacuation verification may be made on a door-to-door basis through both Fire and Police Departments, provided the safety of personnel can be assured.

Arrangements have been made with some neighborhoods in the I-Zone area for notification assistance by San Jose ***Prepared!*** personnel.

INTERFACE ZONE ASSEMBLY POINTS

In the event of population movement or evacuation, assembly points will have to be established. These should be up-wind of the smoke where possible and surrounded by non-flammable material/defensible space.

1. Assembly points for transportation of those without cars or with special needs (ADA, children, elderly, etc.):
 - School parking lot
 - Neighborhood shopping center
 - Recreational fields
 - Church/religious facility parking lot
 - Key facility with population requiring transport (nursing home, school, day care, etc.)
2. Assembly points for family reunification: Announced shelter sites
 - Regional shopping center parking lot
 - Grocery store parking lot
 - High school parking lot or field